



Office of Administrative Services
Freedom of Information Act Office

October 26, 2015

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This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2015-001131) submitted August 31, 2015, in which you requested:

- “1. All records evidencing, reflecting, referring to, or relating to your agency's policy(ies) to locate and recover its unclaimed assets.
2. Any record that reflects the name, full mailing and e-mail address, and telephone number of the persons responsible for locating and recovering unclaimed assets of your agency.
3. All records evidencing, reflecting, referring to, or relating to the procedure for the accounting of the deposits of unclaimed assets.
4. A copy of all contracts GSA has on file with The Locator Services Group (also known as TLSG) from January 1, 2005 to the present, including, but not limited to, all Multiple Award Schedule Contracts for asset recovery.”

In response to item 1 regarding policies related to recovering unclaimed assets, GSA relies on the U.S. Department of Treasury and its asset recovery program for Federal financial asset recovery. As indicated in the Treasury Financial Manual that you cited, the Department of Treasury performs such activities on behalf of agencies, other than when an agency requests and performs this function itself. GSA has not made such requests to pursue this function on its own. Accordingly, GSA maintains no specific financial policies on this subject.

In response to item 2, the GSA relies upon the U.S. Department of Treasury to conduct financial asset recovery. GSA has no designated person performing the function.

In response to item 3, the GSA has no specific financial procedures associated with accounting for deposits of unclaimed financial assets.

Finally in response to item 4: the GSA looked back to FY 2005 and found no evidence of any obligations/funding or payments made to The Locator Services Group (TLSG) by GSA.

U.S. General Services Administration
1800 F. Street, Northwest
Washington, DC 20405
Telephone: (202) 501-0800
Fax: (202) 501-2727

This does not constitute a denial of records under FOIA. You have the right to appeal the adequacy of our search. To do so, you must write within 120 days of your receipt of this letter to the following address:

U.S. General Services Administration
FOIA Requester Service Center (H1C)
1800 F St. NW, Room 7308
Washington, DC 20405

Your appeal must be in writing and contain a brief statement of the reasons why the withheld information should be released. Enclose a copy of your initial request and a copy of this letter. Both the appeal letter and envelope should be marked prominently, "Freedom of Information Act Appeal."

This completes our action on this request. Should you have additional questions regarding this request, please contact Ms. Toni Slappy at (202) 680-8209 or by email at toni.slappy@gsa.gov.

Sincerely,

Travis Lewis

FOIA Program Manager